

BUDGET AND CONTROL BOARD POLICY FOR OBTAINING ENVIRONMENTAL STUDIES FOR LAND ACQUISITIONS

POLICY STATEMENT

Prior to submission to the Budget and Control Board for approval of any land acquisition, the acquiring agency shall obtain a study on the subject property for existing environmental conditions.

GUIDELINES FOR OBTAINING ENVIRONMENTAL STUDIES

All Environmental Studies shall be obtained under the following guidelines:

1. The Office of State Engineer shall approve one or more firms to provide these services for a period of one to three years, at which time the approval process will be repeated.
2. Environmental firms performing such studies must maintain or have access to a South Carolina Department of Health and Environmental Control (SCDHEC) certified analytical lab and must have a contaminate/biological sampling plan which meets SCDHEC approval.
3. The study shall be conducted by a professional environmental engineer, professional geologist, degreed biologist or ecologist, or other degreed specialist in the environmental field.
4. The costs of acquiring all studies shall be the responsibility of the agency proposing to acquire the property.
5. The complete report shall be furnished by the agency to the Office of State Budget - Capital Budgeting Unit, who will provide the results of the study to the Budget and Control Board for their consideration in the decision making process.

CRITERIA FOR ENVIRONMENTAL STUDIES

All Environmental Studies obtained under this policy shall conform to the guidelines designated in ASTM E1527-05 for the Phase I Environmental Site Assessment Process, with the following additions:

1. Ownership history for the last 40 years;
2. Identification of suspected wetlands areas, including specific location(s); and
3. Suspected presence of lead-based paint and/or lead in drinking water.

Upon completion of the Phase I study, a report will be submitted in the form of Appendix X4 of ASTM E1527-05. (See attached Required Table of Contents and Report Format.)

The report submitted at the completion of Phase I shall either provide reasonable assurance to the acquiring agency that the site appears to be free from significant levels of contamination or provide specific recommendations for detailed field investigations to be carried out in Phase II. The locations recommended for investigation shall be in areas considered likely to have the highest potential for contamination.

The report shall also include an estimated cost to perform the recommended Phase II study.

In the event the Phase I study indicates that unfavorable environmental conditions may be present, the Office of State Budget – Capital Budgeting Unit may require the agency to obtain the recommended Phase II study.

The Office of State Budget - Capital Budgeting Unit's recommendation to the Budget and Control Board to either approve or deny the acquisition request will be based in part on the results of the studies obtained under this policy.

REQUIRED TABLE OF CONTENTS AND REPORT FORMAT FOR ENVIRONMENTAL STUDIES FOR LAND ACQUISITIONS

- A. Summary**
- B. Introduction**
 - 1. Purpose
 - 2. Detailed Scope-of-Services
 - 3. Significant Assumptions
 - 4. Limitations and Exceptions
 - 5. Special Terms and Conditions
 - 6. User Reliance
- C. Site Description**
 - 1. Location and Legal Description
 - 2. Site and Vicinity General Characteristics
 - 3. Current Use of the Property
 - 4. Descriptions of Structures, Roads, Other Improvements on the Site (including heating/cooling system, sewage disposal, source of potable water)
 - 5. Current Uses of the Adjoining Properties
- D. User Provided Information**
 - 1. Title Records
 - 2. Environmental Liens or Activity and Use Limitations
 - 3. Specialized Knowledge
 - 4. Commonly Known or Reasonably Ascertainable Information
 - 5. Valuation Reduction for Environmental Issues
 - 6. Owner, Property Manager, and Occupant Information
 - 7. Reason for Performing Phase I
 - 8. Other
- E. Records Review**
 - 1. Standard Environmental Record Sources
 - 2. Additional Environmental Record Sources
 - 3. Physical Setting Source(s)
 - 4. Historical Use Information on the Property
 - 5. Historical Use Information on Adjoining Properties
- F. Site Reconnaissance**
 - 1. Methodology and Limiting Conditions
 - 2. General Site Setting
 - 3. Exterior Observations
 - 4. Interior Observations
- G. Interviews**
 - 1. Interview with Owner
 - 2. Interview with Site Manager
 - 3. Interviews with Occupants
 - 4. Interviews with Local Government Officials
 - 5. Interviews with Others
- H. Findings**
- I. Opinion**
- J. Conclusions**
- K. Deviations**
- L. Additional Services**
- M. References**
- N. Signature(s) of Environmental Professional(s)**
- O. Qualification(s) of Environmental Professional(s)**
- P. Appendices**
 - 1. Site (Vicinity) Map
 - 2. Site Plan
 - 3. Site Photographs
 - 4. Historical Research Documentation (aerial photographs, fire insurance maps, historical topographical maps, etc.)
 - 5. Regulatory Records Documentation
 - 6. Interview Documentation
 - 7. Special Contractual Conditions between User and Environmental Professional

Each item in the above Table of Contents shall be addressed on each report. If the item is not applicable, or no information is available for the report, include the section title and then write "Not Applicable" or "No Information Available" below the title. Reports that do not address each item shall be returned as incomplete.